

# Market Range Detail - IT Division Manager

## Effective Date

January 29, 2007

## Market Range Title Description

This market range title is reserved for positions that oversee information systems activities for the entire County or for a large department. Placement in this MRT is based on several factors including, but not limited to: size and number of departments supported, size of customer base, size and structure of IT division, and scope and complexity including type of functional responsibilities. Incumbents are responsible for the overall direction and development of all information systems activities of a large department which typically includes systems analysis, programming, database administration, project management, web development/design and maintenance, telecommunications, help desk, PC/LAN support, and computer operations. Other job responsibilities include long range and tactical planning for IT operations, participation in budget development, and establishing organizational policies, procedures, technical standards and methods, and determining related organizational priorities. Typically reports to senior department management (director/deputy director) on information system related matters. Manages IT staff consisting of supervisors and managers.

## Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$48.70	\$62.09	\$75.49

## Likely Minimum Qualifications

- Bachelor's degree in Computer Science or related field
- At least 10 years of related work experience which includes a minimum of 5 years of management experience
- A Master's degree may be preferred
- Other combinations of education and experience may be considered in substitution for the minimum qualifications

## Working Titles

- Deputy CIO
- IT Division Chief
- IT Division Deputy Manager
- IT Division Manager

### Glossary:

**Market Range Title:** Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

**Effective date:** The date the salary range was implemented for use.

**Market Range Title Description:** Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

**Likely Minimum Qualifications:** Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

**Market Range:** The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

**Hiring Range:** The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

**Working Title:** The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.